

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Procurement for Partial Renovation of the Administrative Building at the CMDf TC Cavite**

**IB No. 2022-04-0026**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for measurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# ***Glossary of Terms, Abbreviations, and Acronyms***

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**Contractor** – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

**Foreign-funded Procurement or Foreign-Assisted Project** – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** – Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity’s Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.



## ***Section I. Invitation to Bid***

## INVITATION TO BID FOR PARTIAL RENOVATION OF THE ADMINISTRATIVE BUILDING AT THE CMDF TC CAVITE


1. The **Construction Industry Authority of the Philippines (CIAP)**, through the **CMDF Revolving Funds**, intends to apply the sum of **Two Million Five Hundred Seventy-Four Thousand Two Hundred Eighteen Pesos and 90/100 (PhP2,574,218.90)**, being the ABC to payments under the contract for **Partial Renovation of the Administrative Building at the CMDF TC Cavite** under **Invitation to Bid (IB) No. 2022-04-0026**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **CIAP** now invites bids for the above Procurement Project. Completion of the Works is required to be completed within **thirty (30) days from Notice to Proceed**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Reform Act”. The contract shall be awarded to the Lowest Calculated Responsive (LCRB) who was determined as such during post-qualification.
4. Interested Bidders may obtain further information from **CIAP** and inspect the Bidding Documents at the address given below during **office hours from 8:00 AM to 5:00 PM (Monday to Friday)**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **14 April 2022** from the given address and website below, and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Five Hundred Seventy-Four Pesos (PhP2,574.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees, **which may be presented in person or through electronic means**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The **CIAP** will hold a Pre-Bid Conference on **22 April 2022, 2:00 PM** at the given address below and/or through video conferencing or webcasting **via Microsoft Teams**, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through **IB No. 2022-04-0026** on **04 May 2022, 12:00 NN** at 4<sup>th</sup> Floor Room 410, Executive Building Center 369 Sen. Gil J. Puyat Ave., cor. Makati Ave., Makati City. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.
9. Bid opening shall be on **04 May 2022, 2:00 PM** at the given address below and/or via **Microsoft Teams**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **CIAP** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:  
  
**THE SECRETARIAT**  
*Bids and Awards Committee*  
**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**  
*4<sup>th</sup> Floor Room 410, Executive Building Center*  
*369 Sen. Gil J. Puyat Ave., cor. Makati Ave., Makati City*  
*Telephone No.: (02)8896-1829*  
*e-mail: ciapbac@construction.gov.ph*
12. You may visit the following website:  
For downloading of Bidding Documents: [http://construction.gov.ph/invitation\\_to\\_bid/](http://construction.gov.ph/invitation_to_bid/)

**03 March 2022**

 Digitally signed by  
Gacho Doris Umali  
Date: 2022.04.13  
11:28:25 +08'00'

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**DORIS U. GACHO**  
*Chairperson, CIAP Bids and Awards Committee*

## ***Section II. Instructions to Bidders***

## **1. Scope of Bid**

The Procuring Entity, *Construction Industry Authority of the Philippines* invites Bids for the *Partial Renovation of the Administrative Building at the CMDF TC Cavite*, with Project Identification Number *IB No. 2022-03-0008*.

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for *CMDF Revolving Fund* in the amount of *PhP2,574,218.90*.

2.2. The source of funding is *NGA, the General Appropriations Act or Special Appropriations*.

## **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## **4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices**

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be “similar” to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## **6. Origin of Associated Goods**

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address 4th Floor Room 410, Executive Building Center 369 Sen. Gil J. Puyat Ave., cor. Makati Ave., Makati City, and/or through videoconferencing/webcasting *via Microsoft Teams* as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents Comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Alternative Bids**

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

## **13. Bid Prices**

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

## **14. Bid and Payment Currencies**

14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

14.2. Payment of the contract price shall be made in Philippines Pesos.

## **15. Bid Security**

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

15.2. The Bid and bid security shall be valid until *120 Calendar Days* from the date of opening of bids. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **16. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.



## **17. Deadline for Submission of Bids**

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **18. Opening and Preliminary Examination of Bids**

18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## **20. Post Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

### ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <i>Renovation</i>
7.1	Subcontracting is not allowed
10.3	Valid PCAB License under Category Small “B” and above for Building and Industrial Plan
10.4	No further instruction.
10.5	No further instruction.
12	No further instruction
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <i>PhP51,485.00</i>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. The amount of not less than <i>PhP128,711.00</i> if bid security is in Surety Bond.</li> </ul>
19.2	Partial Bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20	List licenses and permits relevant to the Project and the corresponding law requiring: Certification of Status of Cases of Pag-Ibig, SSS,, PhilHealth, DOLE/NLRC, Employees’ Compensation Commission
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

## 2. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

## 3. Possession of Site

4.1. The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

4.2. If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

## 4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

## **5. Performance Security**

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **6. Site Investigation Reports**

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

## **7. Warranty**

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

## **8. Liability of the Contractor**

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## **9. Termination for Other Causes**

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

## **10. Dayworks**

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

## **11. Program of Work**

11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.

11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

## **12. Instructions, Inspections and Audits**

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

## **13. Advance Payment**

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex “E” of the 2016 revised IRR of RA No. 9184.

## **14. Progress Payments**

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity’s Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.



## **15. Operating and Maintenance Manuals**

- 15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity’s Representative’s approval, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

## ***Section V. Special Conditions of Contract***

# Special Conditions of Contract

GCC Clause	
2	The Intended Completion Date is Thirty (30) calendar days upon receipt of Notice to Proceed
4.1	No Further Instruction
6	No Further Instruction
7.2	Two (2) years.
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <i>ten (10)</i> calendar days from the receipt of Notice of Award.
11.2	No further instruction
13	The amount of the advance payment is <i>15% of the total contract price</i> .
14	No Further Instruction.
15.1	<i>Not Applicable</i>
15.2	<i>Not Applicable</i>

## ***Section VI. Specifications***

***(Please refer to the attached Terms of Reference and Project Charters)***

## ***Section VII. Drawings***

*(Please refer to the attached Terms of Reference and Project Charters)*

## ***Section VIII. Bill of Quantities***

***(Please refer to the attached Terms of Reference and Project Charters)***

## TERMS OF REFERENCE

1. **PROJECT TITLE** : Partial Renovation of the Admin Building at the CMDF TC Cavite
2. **PROPONENT** : CIAP-CMDF
3. **PROJECT LOCATION** : Construction Manpower Development Foundation – Training Center (CMDF-TC) Carlos Trinidad Avenue, Bo. Salawag, Dasmarinas, Cavite
4. **APPROVED BUDGET** : Php 2,575,000
5. **DURATION** : 1 Month Construction
6. **OBJECTIVE** : To set a parameter as a basis of reference for the procurement of electrical and IT materials to be used in the renovation of the 2<sup>nd</sup> Floor Komatsu Room of CMDF TC, for usage as the Makati office extension, Conference Room, Executive Director's Room, and Senior Staff Office

### 7. SCOPE OF WORK AND DELIVERABLES

The Contractor/Supplier shall prepare and submit schedule of activities for approval by the CIAP-CMDF which includes, but not limited to the following:

#### 7.1. Old Komatsu Room

- 7.1.1. Supply all construction tools, equipment, and materials that will be used throughout the construction
- 7.1.2. Lay-out, Supply, and Installation of electrical lines with grounding elements, and provisions from sources / areas of supply, to the confines of the room itself.
- 7.1.3. Replacement of existing lights and supply and installation light housings with new energy efficient lights and housings.
- 7.1.4. Lay-out, Supply, and Installation of IT related elements (CAT 6 cables, Routers, Desktop Network Switch, WIFI Repeaters, etc.) from sources / areas of supply, to the confines of the room itself.
- 7.1.5. Testing and commissioning of the installed elements
- 7.1.6. Orientation of CIAP-CMDF to the proper use and care of the installed elements as well as the turnover of original Owner's Manuals, Service Manual's, Receipts, and Proofs of Warranty
- 7.1.7. Supply and Installation of dry-wall and door w/ lockset for the Division Chief's area.
- 7.1.8. Demolition of existing tiles, Supply and Installation of Re-Tiling works for entire floor area.
- 7.1.9. Replacement of existing windows, supply and installation of glass and aluminum sliding windows.
- 7.1.10. Supply and Installation of Rolling Venetian Blinds on all windows.
- 7.1.11. Demolition of existing wooden outer walls and Supply and Installation of CHB walls.
- 7.1.12. Supply and Re-painting of all exterior and interior walls, as well as the ceiling.



- 7.1.13. Reinstallation of any and all elements that was temporarily removed due to demolition works.
- 7.1.14. Hauling of all construction debris and waste produced during the construction phase
- 7.1.15. Warranty coverage for all executed works and deliverables for a period of one (1) year.

## 7.2. Executive Director's Room

- 7.2.1. Supply all construction tools, equipment, and materials that will be used throughout the construction
- 7.2.2. Lay-out, Supply, and Installation of electrical lines with grounding elements, and provisions from sources / areas of supply, to the confines of the room itself.
- 7.2.3. Replacement of existing lights and supply and installation light housings with new energy efficient lights and housings.
- 7.2.4. Lay-out, Supply, and Installation of IT related elements (CAT 6 cables, Routers, Desktop Network Switch, WIFI Repeaters, etc.) from sources / areas of supply, to the confines of the room itself.
- 7.2.5. Testing and commissioning of the installed elements
- 7.2.6. Orientation of CIAP-CMDF to the proper use and care of the installed elements as well as the turnover of original Owner's Manuals, Service Manual's, Receipts, and Proofs of Warranty
- 7.2.7. Demolition of existing tiles and Supply and Installation of Re-Tiling works for entire floor area except the Comfort Room.
- 7.2.8. Replacement of existing windows, supply and installation of glass and aluminum sliding windows.
- 7.2.9. Supply and Installation of Rolling Venetian Blinds on all windows.
- 7.2.10. Demolition of existing wooden outer walls and Supply and Installation of CHB walls.
- 7.2.11. Supply and Re-painting of all exterior and interior walls, as well as the ceiling.
- 7.2.12. Reinstallation of any and all elements that was temporarily removed due to demolition works.
- 7.2.13. Hauling of all construction debris and waste produced during the construction phase
- 7.2.14. Warranty coverage for all executed works and deliverables for a period of one (1) year.

## 7.3. Senior Staff Room

- 7.3.1. Supply all construction tools, equipment, and materials that will be used throughout the construction
- 7.3.2. Lay-out, Supply, and Installation of electrical lines with grounding elements, and provisions from sources / areas of supply, to the confines of the room itself.
- 7.3.3. Replacement of existing lights and supply and installation light housings with new energy efficient lights and housings.
- 7.3.4. Lay-out, Supply, and Installation of IT related elements (CAT 6 cables, Routers, Desktop Network Switch, WIFI Repeaters, etc.) from sources / areas of supply, to the confines of the room itself.
- 7.3.5. Testing and commissioning of the installed elements
- 7.3.6. Orientation of CIAP-CMDF to the proper use and care of the installed elements as well as the turnover of original Owner's Manuals, Service Manual's, Receipts, and Proofs of Warranty
- 7.3.7. Supply and Installation of interior panel wall partitions for the Admin Assistant area.



- 7.3.8. Demolition of existing tiles, Supply and Installation of Re-Tiling works for entire floor area.
- 7.3.9. Replacement of existing windows, supply and installation of glass and aluminum sliding windows.
- 7.3.10. Supply and Installation of Rolling Venetian Blinds on all windows.
- 7.3.11. Demolition of existing wooden outer walls and Supply and Installation of CHB walls.
- 7.3.12. Supply and Re-painting of all exterior and interior walls, as well as the ceiling.
- 7.3.13. Reinstallation of any and all elements that was temporarily removed due to demolition works.
- 7.3.14. Hauling of all construction debris and waste produced during the construction phase
- 7.3.15. Warranty coverage for all executed works and deliverables for a period of one (1) year.

#### 7.4. Conference Room



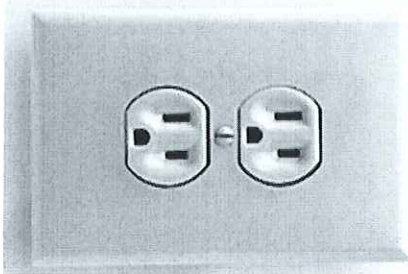
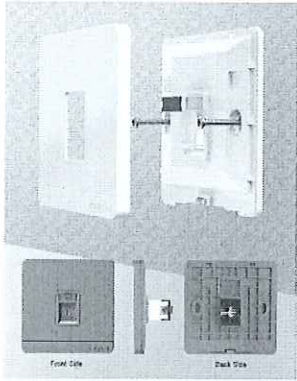
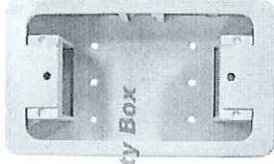

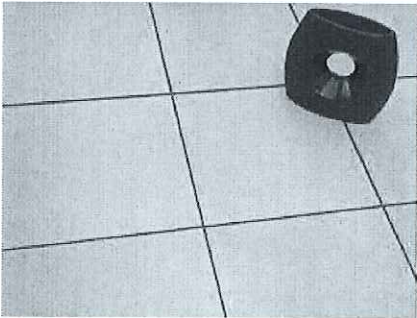
- 7.4.1. Supply all construction tools, equipment, and materials that will be used throughout the construction
- 7.4.2. Lay-out, Supply, and Installation of electrical lines with grounding elements, and provisions from sources / areas of supply, to the confines of the room itself.
- 7.4.3. Replacement of existing lights and supply and installation light housings with new energy efficient lights and housings.
- 7.4.4. Lay-out, Supply, and Installation of IT related elements (CAT 6 cables, Routers, Desktop Network Switch, WIFI Repeaters, etc.) from sources / areas of supply, to the confines of the room itself.
- 7.4.5. Testing and commissioning of the installed elements
- 7.4.6. Orientation of CIAP-CMDF to the proper use and care of the installed elements as well as the turnover of original Owner's Manuals, Service Manual's, Receipts, and Proofs of Warranty
- 7.4.7. Demolition of existing tiles, Supply and Installation of Re-Tiling works for entire floor area.
- 7.4.8. Supply and Installation of elevated flooring for "Stage Area"
- 7.4.9. Replacement of existing windows, supply and installation of glass and aluminum sliding windows.
- 7.4.10. Supply and Installation of Rolling Venetian Blinds on all windows.
- 7.4.11. Demolition of existing wooden outer walls and Supply and Installation of CHB walls.
- 7.4.12. Supply and Re-painting of all exterior and interior walls, as well as the ceiling.
- 7.4.13. Reinstallation of any and all elements that was temporarily removed due to demolition works.
- 7.4.14. Hauling of all construction debris and waste produced during the construction phase
- 7.4.15. Warranty coverage for all executed works and deliverables for a period of one (1) year.

## 8. TECHNICAL SPECIFICATIONS OF MATERIALS TO BE USED

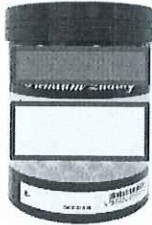
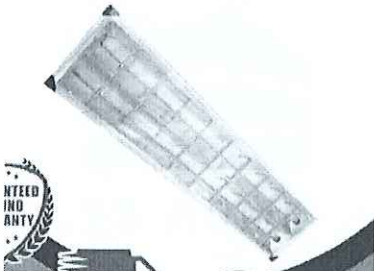
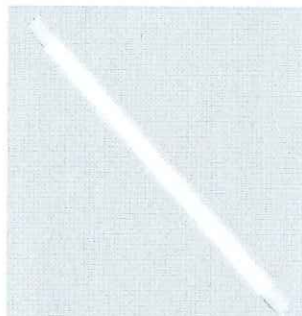
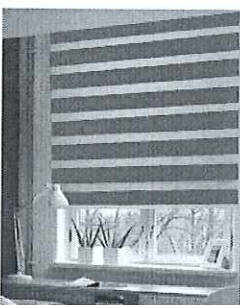

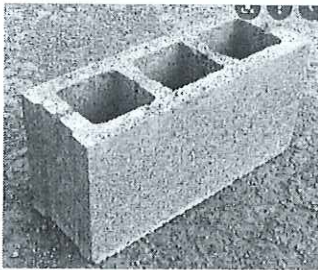

- 8.1. The materials to be used in the renovation of the Komatsu room are hereby listed but are not limited to the following:




Table 1.1

Item	Picture
------	---------

3.5mm THHN stranded Electrical wire	
25 mm x 16mm x 2.4m PVC Electrical Moulding Cover	
1-Gang, 3-pronged Electrical Outlet	
CAT 6 Ethernet Wall Panel	
PVC Outlet/Switch Box	
Panel Wall Partition 1.2m H	
White Ceramic Floor Tiles 40cm x 40cm	



<p><i>Semi-Gloss Latex Paint</i></p>	
<p><i>2x40 Louver Housing Surface Mount (12"x48")</i></p>	
<p><i>T8 Tube light 18W 48"</i></p>	
<p><i>Venetian Duo Roller Blinds</i></p>	
<p><i>Aluminum and Glass, sliding window</i></p>	
<p><i>Concrete Hollow Block 6 in</i></p>	
<p><i>CAT 6 LAN Cable</i></p>	

<i>RJ45 Connector Plug</i>	
<i>1000 mbps, 8 port Desktop Network Switch</i>	
<i>5ghz WIFI Repeater / Range Extender</i>	

## 9. SERVICE LEVEL

9.1. The Fit-out contractor shall

- 9.1.1. The service provider, must provide as part of their service to include the following:
- Service deliverables.
  - Process for reporting outages/emergencies.
  - Business continuity and contingency plan.

## 10. FIT-OUT CONTRACTOR GENERAL CONSIDERATIONS

- 10.1. Must have been a contractor for at **least 3 years**.
- 10.2. With various experiences in fit-out projects such as but not limited to
- Completed and/or continuing similar government contracts
  - Mall / Commercial Establishments
    - Restaurants
    - Technology Shops
    - Services
    - Lifestyle
- 10.3 Must be a **licensed, and at least a small “b”** – (building and industrial plant) contractor with the **Philippine Contractors Accreditation Board - PCAB**

## 11. PROJECT DELIVERY

- 11.1.1. The installation of Fit-out Contractor should be completed **and operational** within 30 calendar days from the complete receipt of the submission of application form and necessary documents required by the CMDF-TC.

## 12. LIQUIDATED DAMAGES

If the contractor fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. Pursuant to the Section 68 of the aforementioned act. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

## 13. CONFIDENTIALITY AND CONFLICT OF INTEREST

The Fit-out Contractor undertakes to treat in the strictest confidence and not make use of or divulge to third parties any information or documents which are linked to the performance of the contract. The Fit-out Contractor shall continue to be bound by this undertaking after completion of the installation.


Prepared By:



EJAY CRAIG D. DE LEON

Senior Trade & Industry Development Specialist, CACD

Reviewed By:

  
OFELIA R. USIGAN  
Division Chief, CACD

Approved By:

  
RENE E. FAJARDO  
Executive Director, CMDF

# PROJECT CHARTER

**Project Title:** CMDF Training Center Cavite – Conference Room

**Project Sponsor:** CMDF

**Date Prepared:** 02 December 2021

**Project Manager:** Ofelia R. Usigan

**Project Customer:** CMDF Staff

## Project Description and Purpose:

The Construction Manpower Development Foundation, in collaboration with key resource persons from the construction industry and the academe, aims to repurpose the existing 2<sup>nd</sup> floor Komatsu Room into an office.

The CMDF TC Cavite – Conference Room is a solution for CMDF to observe the following protocols:

- Observation of physical distancing in an office setting.
- Adherence to the maximum number of employees to reporting in a particular office.
- Decentralization of CMDF staff reporting to the office. This mitigates the risk of a COVID-19 outbreak as not all everyone would not be exposed if located in different offices.

Considering that the effects of COVID-19 will forever change how face-to-face interactions are conducted, the extension of the Makati Office to the CMDF Training Center in Cavite will serve as a safeguard for unforeseen community quarantine protocols in the future.

## High-level Requirements:

- Financial Support
- Commitment of stakeholders
- Availability of contractors

## High-level Risks:

- Insufficient funding
- Inefficient coordination of work activities and schedules
- Sustainability concerns
- Sudden increase of community quarantine protocols

## Time:

To be completed by start of 2021 (4th week of March 2022)

Summary Milestones	Due Date
<b>Contract Bidding</b>	
1. Finalization of quotation for Makati Office Extensions	4 <sup>th</sup> Week of Dec 2021
2. Budget Approval	2 <sup>nd</sup> Week of Jan 2022
3. Bid posting for Fit-out contractors on Philgeps	4 <sup>th</sup> Week of Jan 2022
4. Awarding of contracts	1 <sup>st</sup> Week of Apr 2022
<b>Project Execution</b>	
1. Tiling Works	3 <sup>rd</sup> week of Apr 2022
2. Replacement of CHB wall and Installation of Aluminum Windows	4 <sup>th</sup> week of Apr 2022
3. Installation of Divider	1 <sup>st</sup> week of May 2022
4. Layout of electrical wires and CAT 5 cables	2 <sup>nd</sup> week of May 2022
5. Painting Works	3 <sup>rd</sup> week of May 2022
6. Punch-listing of office fit-out works	4 <sup>th</sup> week of May 2022

Meeting	Date
1 <sup>st</sup> Draft	December 13, 2021
Final Draft	December 20, 2021

### Estimated Costing for the Project

<b>Construction Cost</b>			
Item	Unit Cost	Quantity	Total Cost
3-G Outlet with Ground	Php 160.00 / pc	10 pcs	Php 1,600.00
2x40 Louver Housing Surface Mount (12"x48")	Php 1,450.00 / pc	8 pcs	Php 11,600.00
T8 Tube light 18W 48"	Php 350.00 / pc	16 pcs	Php 5,600.00
Tiling works (White Ceramic Floor Tiles 40cm x 40cm, cement, sand, grout)	Php 850.00 / sq. meter	100 sq. meter	Php 85,000.00

<i>Elevated Wood Flooring for Stage</i>	<i>Php 1,100.00 / sqm</i>	<i>16 sq. meter</i>	<i>Php 17,600.00</i>
<i>Masonry Wall (CHB, Cement, Sand, 10mm rebar and ties)</i>	<i>Php 980.00 / sq. meter</i>	<i>45 sq. meter</i>	<i>Php 44,100.00</i>
<i>Aluminum and Glass Sliding Window</i>	<i>Php 6,600.00 / sq. meter</i>	<i>16 sq. meter</i>	<i>Php 105,600.00</i>
<i>Perimeter Wall Painting works (Semi-Gloss Latex Paint, thinner, base coat, Putty)</i>	<i>Php 600.00 / sq. meter</i>	<i>90 sq. meter</i>	<i>Php 54,000.00</i>
<i>Re-touching Painting works – Interior Wall, Ceiling (Semi-Gloss Latex Paint)</i>	<i>Php 400.00 / sq. meter</i>	<i>200 sq. meter</i>	<i>Php 80,000.00</i>
<i>Venetian Duo Roller Blinds</i>	<i>Php 1,450 / 150 cm / pc</i>	<i>8 x 150 cm – pcs</i>	<i>Php 11,600.00</i>
<i>5ghz WIFI Repeater / Range Extender</i>	<i>Php 2,400.00 / pc</i>	<i>2 pcs</i>	<i>Php 4,800.00</i>
<i>Total Material Cost</i>			<i>Php 421,500.00</i>
<i>Skilled and Un-skilled Worker Cost</i>	<i>45% of Total Construction Cost</i>	<i>1 set</i>	<i>Php 344,863.64</i>
<i>Total Construction Cost</i>			<i>Php 766,363.63</i>
<i>Contingency</i>	<i>5 % of Total Construction Cost</i>		<i>Php 35,218.18</i>
<i>Value Added Tax</i>	<i>12% of Total Construction Cost</i>		<i>Php 84,523.64</i>
<i>Total Cost of CMDF TC Cavite – Conference Room</i>			<b><i>Php 886,105.27</i></b>

<b>Stakeholder</b>	<b>Role</b>
CMDF	Proponent Agency: responsible for the management of the project.



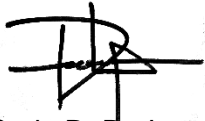
## **Project Manager Authority Level**

### **Staffing Decisions:**

The project manager has the authority to assign particular task responsibility to CMDF personnel. CMDF may also seek additional manpower support via hiring of job order and/or regular employees to efficiently execute the activities involve in this mandate expansion.

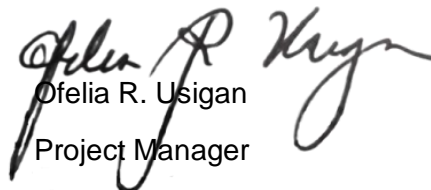
### **Approvals:**

Prepared by:



Ejay Craig D. De Leon  
STIDS, CACD-CMDF

Reviewed by:



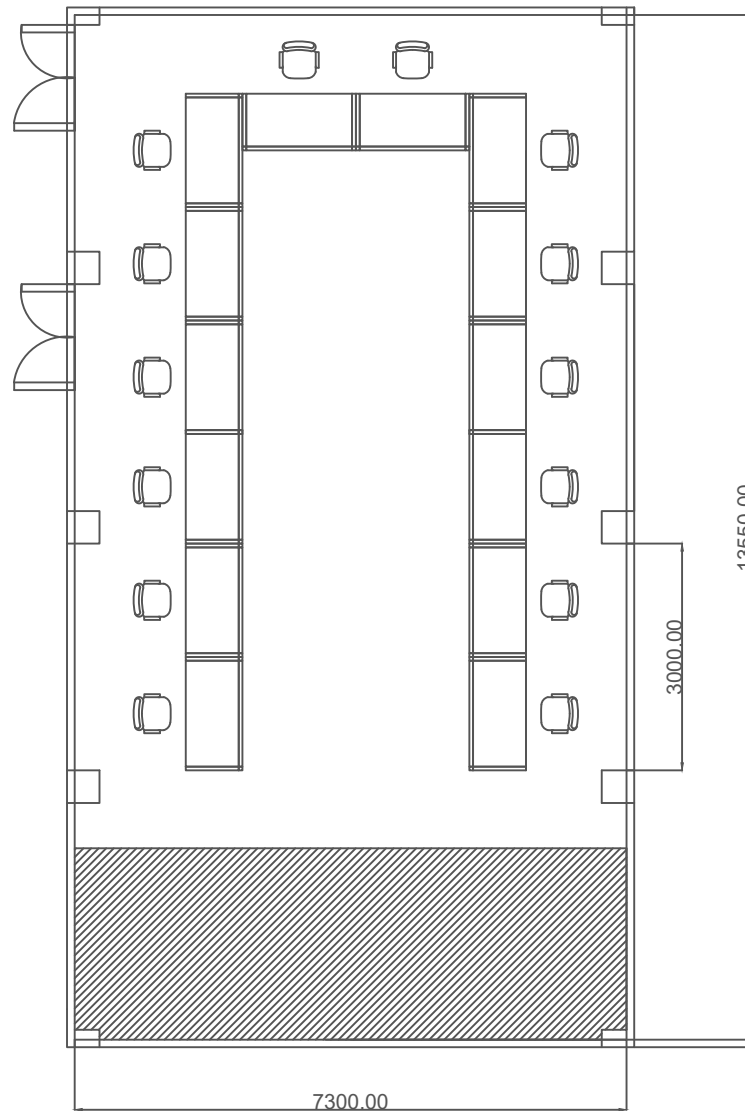
Ofelia R. Usigan  
Project Manager

Approved by:



Rene E. Fajardo  
Executive Director, CMDF

# Conference Room



# PROJECT CHARTER

**Project Title:** CMDF Training Center Cavite – Executive Director’s Room

**Project Sponsor:** CMDF

**Date Prepared:** 02 December 2021

**Project Manager:** Ofelia R. Usigan

**Project Customer:** CMDF Staff

## Project Description and Purpose:

The Construction Manpower Development Foundation, in collaboration with key resource persons from the construction industry and the academe, aims to repurpose the existing 2<sup>nd</sup> floor Komatsu Room into an office.

The CMDF TC Cavite – Executive Director’s Room is a solution for CMDF to observe the following protocols:

- Observation of physical distancing in an office setting.
- Adherence to the maximum number of employees to reporting in a particular office.
- Decentralization of CMDF staff reporting to the office. This mitigates the risk of a COVID-19 outbreak as not all everyone would not be exposed if located in different offices.

Considering that the effects of COVID-19 will forever change how face-to-face interactions are conducted, the extension of the Makati Office to the CMDF Training Center in Cavite will serve as a safeguard for unforeseen community quarantine protocols in the future.

## High-level Requirements:

- Financial Support
- Commitment of stakeholders
- Availability of contractors

## High-level Risks:

- Insufficient funding
- Inefficient coordination of work activities and schedules
- Sustainability concerns
- Sudden increase of community quarantine protocols

## Time:

To be completed by start of 2022 (4th week of March 2022)

Summary Milestones	Due Date
<b>Contract Bidding</b>	
1. Finalization of quotation for Makati Office Extensions	<b>4<sup>th</sup> Week of Dec</b>

	<b>2021</b>
2. Budget Approval	<b>2<sup>nd</sup> Week of Jan 2022</b>
3. Bid posting for Fit-out contractors on Philgeps	<b>4<sup>th</sup> Week of Jan 2022</b>
4. Awarding of contracts	<b>1<sup>st</sup> Week of Apr 2022</b>
<b>Project Execution</b>	
1. Tiling Works	<b>3<sup>rd</sup> week of Apr 2022</b>
2. Replacement of CHB wall and Installation of Aluminum Windows	<b>4<sup>th</sup> week of Apr 2022</b>
3. Installation of Divider	<b>1<sup>st</sup> week of May 2022</b>
4. Layout of electrical wires and CAT 5 cables	<b>2<sup>nd</sup> week of May 2022</b>
5. Painting Works	<b>3<sup>rd</sup> week of May 2022</b>
6. Punch-listing of office fit-out works	<b>4<sup>th</sup> week of May 2022</b>

Meeting	Date
<b>1<sup>st</sup> Draft</b>	<b>December 13, 2021</b>
<b>Final Draft</b>	<b>December 20, 2021</b>

### Estimated Costing for the Project

<b>Construction Costs</b>			
<i>Item</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Total Cost</i>
3-G Outlet with Ground	Php 160.00 / pc	5 pcs	Php 800.00
2x40 Louver Housing Surface Mount (12"x48")	Php 1,500 / pc	3 pcs	Php 4,500.00
T8 Tube light 18W 48"	Php 350.00 / pc	6 pcs	Php 2,100.00
Tiling works (White Ceramic Floor Tiles 40cm x 40cm, cement, sand, grout)	Php 850.00 / sq. meter	45 sq. meter	Php 38,250.00
Masonry Wall (CHB, Cement, Sand, 10mm rebar and ties)	Php 980.00 / sq. meter	25 sq. meter	Php 24,500.00
Aluminum and Glass Sliding Window	Php 6,600.00 / sq. meter	8 sq. meter	Php 52,800.00

<i>Perimeter Wall Painting works (Semi-Gloss Latex Paint, thinner, base coat, Putty)</i>	<i>Php 600.00 / sq. meter</i>	<i>50 sq. meter</i>	<i>Php 30,000.00</i>
<i>Re-touching Painting works – Interior Wall, Ceiling (Semi-Gloss Latex Paint)</i>	<i>Php 400.00 / sq. meter</i>	<i>125 sq. meter</i>	<i>Php 50,000.00</i>
<i>Venetian Duo Roller Blinds</i>	<i>Php 1,450 / 150 cm / pc</i>	<i>4 x 150 cm – pcs</i>	<i>Php 5,800.00</i>
<i>CAT 6 Ethernet Wall Plug</i>	<i>Php 240.00 / pc</i>	<i>5 pcs</i>	<i>Php 1,200.00</i>
<i>5ghz WIFI Repeater / Range Extender</i>	<i>Php 2,400.00 / pc</i>	<i>1 pcs</i>	<i>Php 2,400.00</i>
<i>Total Material Cost</i>			<i>Php 212,350.00</i>
<i>Foreman, Skilled and Un-skilled Worker Cost</i>	<i>45% of Total Construction Cost</i>	<i>1 set</i>	<i>Php 173,740.90</i>
<i>Total Construction Cost</i>			<i>Php 386,090.91</i>
<i>Contingency</i>	<i>5% of Total Construction Cost</i>		<i>Php 19,304.55</i>
<i>Value Added Tax</i>	<i>12% of Total Construction Cost</i>		<i>Php 46,330.91</i>
<i>Total Cost of CMDF TC Cavite – Executive Director's Room</i>			<b><i>Php 434,726.37</i></b>

<b>Stakeholder</b>	<b>Role</b>
CMDF	Proponent Agency: responsible for the management of the project.


### **Project Manager Authority Level**

#### **Staffing Decisions:**

The project manager has the authority to assign particular task responsibility to CMDF personnel. CMDF may also seek additional manpower support via hiring of job order and/or regular employees to efficiently execute the activities involve in this mandate expansion.

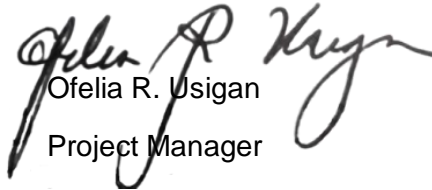
**Approvals:**

Prepared by:

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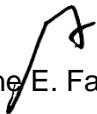
Ejay Craig D. De Leon  
STIDS, CACD- CMDF

Reviewed by:

A handwritten signature in black ink, appearing to read 'Ofelia R. Usigan'.

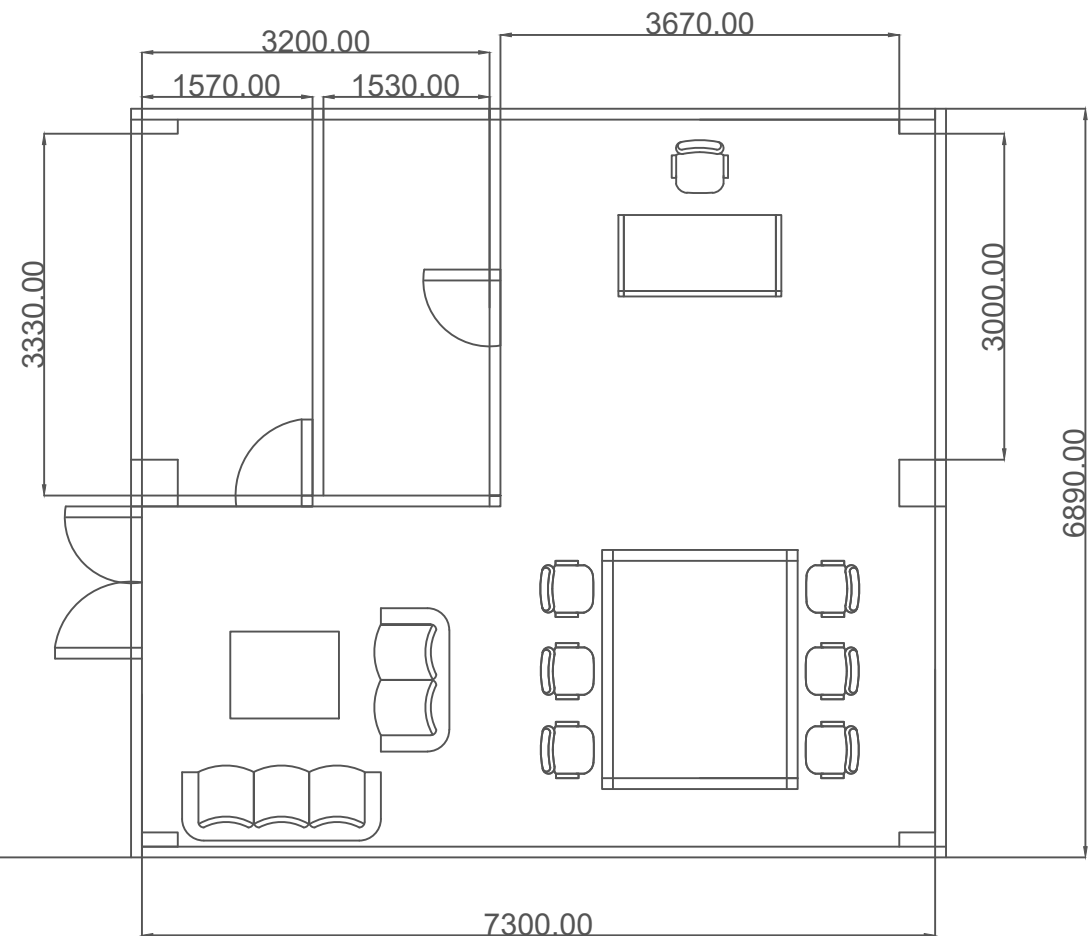
Ofelia R. Usigan  
Project Manager

Approved by:

A handwritten signature in black ink, appearing to read 'Rene E. Fajardo'.

Rene E. Fajardo  
Executive Director, CMDF

# Executive Director's Room



# PROJECT CHARTER

**Project Title:** CMDF Training Center Cavite – Makati Office Extension

**Project Sponsor:** CMDF

**Date Prepared:** 22 October 2021

**Project Manager:** Ofelia R. Usigan

**Project Customer:** CMDF Staff

## Project Description and Purpose:

The Construction Manpower Development Foundation, in collaboration with key resource persons from the construction industry and the academe, aims to repurpose the existing 2<sup>nd</sup> floor Komatsu Room into an office.

The CMDF TC Cavite – Makati Office Extension is a solution for CMDF to observe the following protocols:

- Observation of physical distancing in an office setting.
- Adherence to the maximum number of employees to reporting in a particular office.
- Decentralization of CMDF staff reporting to the office. This mitigates the risk of a COVID-19 outbreak as not all everyone would not be exposed if located in different offices.

Considering that the effects of COVID-19 will forever change how face-to-face interactions are conducted, the extension of the Makati Office to the CMDF Training Center in Cavite will serve as a safeguard for unforeseen community quarantine protocols in the future.

## High-level Requirements:

- Financial Support
- Commitment of stakeholders
- Availability of contractors

## High-level Risks:

- Insufficient funding
- Inefficient coordination of work activities and schedules
- Sustainability concerns
- Sudden increase of community quarantine protocols

## Time:

To be completed by start of 2021 (4th week of January 2022)



Summary Milestones	Due Date
<b>Contract Bidding</b>	
1. Finalization of quotation for Makati Office Extensions	4 <sup>th</sup> Week of Dec 2021
2. Budget Approval	2 <sup>nd</sup> Week of Jan 2022
3. Bid posting for Fit-out contractors on Philgeps	4 <sup>th</sup> Week of Jan 2022
4. Awarding of contracts	1 <sup>st</sup> Week of Apr 2022
<b>Project Execution</b>	
1. Tiling Works	3 <sup>rd</sup> week of Apr 2022
2. Replacement of CHB wall and Installation of Aluminum Windows	4 <sup>th</sup> week of Apr 2022
3. Installation of Divider	1 <sup>st</sup> week of May 2022
4. Layout of electrical wires and CAT 5 cables	2 <sup>nd</sup> week of May 2022
5. Painting Works	3 <sup>rd</sup> week of May 2022
6. Punch-listing of office fit-out works	4 <sup>th</sup> week of May 2022

Meeting	Date
1 <sup>st</sup> Draft	December 13, 2021
Final Draft	December 20, 2021

### Estimated Costing for the Project

<b>Construction Costs</b>			
Item	Unit Cost	Quantity	Total Cost
3.5mm THHN stranded electrical wire	Php 4,700.00 / box (150m)	1 box	Php 4,700.00
1in. PVC Moulding Cover	Php 100.00 / pc (2.44m)	15 pcs	Php 1,500.00
3-G Outlet with Ground	Php 160.00 / pc	8 pcs	Php 1,280.00
PVC Outlet/Switch Box	Php 90.00 / pc	8 pcs	Php 720.00
2x40 Louver Housing Surface Mount (12"x48")	Php 1,500 / pc	8 pcs	Php 12,000.00

T8 Tube light 18W 48"	Php 350.00 / pc	8 pcs	Php 2,800.00
Bostik No More Nails Adhesive with Caulking Gun	Php 750.00 / set	1 set	Php 750.00
Panel Wall Partition 1.2m H	Php 3,200.00 / meter	9 meters	Php 28,800.00
Tiling works (White Ceramic Floor Tiles 40cm x 40cm, cement, sand, grout)	Php 850.00 / sq. meter	80 sqm	Php 68,000.00
Masonry Wall (CHB, Cement, Sand, 10mm rebar and ties)	Php 980.00 / sq. meter	35 sq. meter	Php 34,300.00
Aluminum and Glass Sliding Window	Php 6,600.00 / sq. meter	12 sq. meter	Php 79,200.00
Perimeter Wall Painting works (Semi-Gloss Latex Paint, thinner, base coat, Putty)	Php 600.00 / sq. meter	70 sq. meter	Php 42,000.00
Re-touching Painting works – Interior Wall, Ceiling (Semi-Gloss Latex Paint)	Php 400.00 / sq. meter	165 sq. meter	Php 66,000.00
Venetian Duo Roller Blinds	Php 1,450 / 150 cm / pc	6 x 150 cm - pcs	Php 8,700.00
CAT 6 LAN Cable	Php 3,150.00 / box (300m)	1 box	Php 3,150.00
RJ45 Connector Plug	Php 240.00 / box (100 pcs)	1 box	Php 240.00
CAT 6 Ethernet Wall Plug	Php 240.00 / pc	10 pcs	Php 2,400.00
8 port Desktop Network Switch	Php 2,400.00 / pc	2 pcs	Php 4,800.00
5ghz WIFI Repeater / Range Extender	Php 2,400.00 / pc	2 pcs	Php 4,800.00
Total Material Cost			Php 366,140.00

Foreman, Skilled and Un-skilled Worker Cost	45% of Total Construction Cost	1 set	Php 299,569.10
<b>Total Construction Cost</b>			<b>Php 665,709.09</b>
Contingency	5% of Total Construction Cost		Php 33,285.45
Value Added Tax	12% of Total Construction Cost		Php 79,885.09
<b>Total Cost of CMDF TC Cavite – Makati Office Extension</b>			<b>Php 768,879.63</b>

Stakeholder	Role
CMDF	Proponent Agency: responsible for the management of the project.

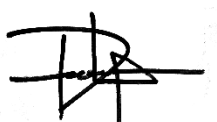
### Project Manager Authority Level

#### Staffing Decisions:

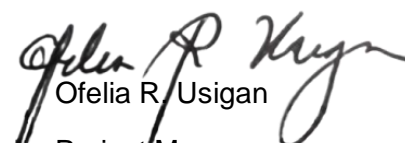
The project manager has the authority to assign particular task responsibility to CMDF personnel. CMDF may also seek additional manpower support via hiring of job order and/or regular employees to efficiently execute the activities involve in this mandate expansion.

#### Approvals:

Prepared by:

  
Ejay Craig D. De Leon  
STIDS, CACD-CMDF

Reviewed by:

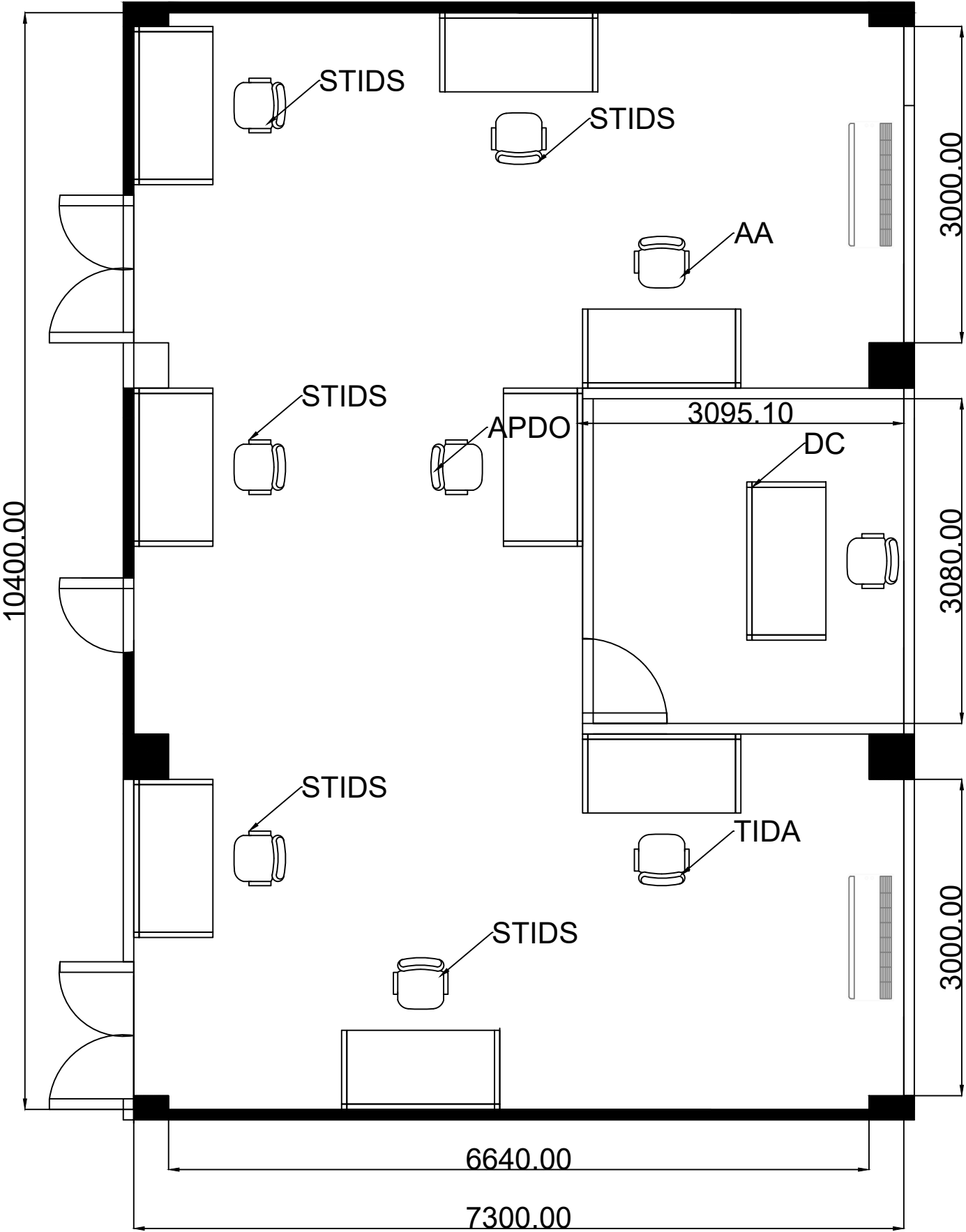
  
Ofelia R. Usigan  
Project Manager

Approved by:

  
Rene E. Fajardo  
Executive Director, CMDF

# Komatsu Room 2

## Layout



# PROJECT CHARTER

**Project Title:** CMDF Training Center Cavite – Senior Staff Office

**Project Sponsor:** CMDF

**Date Prepared:** 02 December 2021

**Project Manager:** Ofelia R. Usigan

**Project Customer:** CMDF Staff

## Project Description and Purpose:

The Construction Manpower Development Foundation, in collaboration with key resource persons from the construction industry and the academe, aims to repurpose the existing 2<sup>nd</sup> floor Komatsu Room into an office.

The CMDF TC Cavite – Senior Staff Office is a solution for CMDF to observe the following protocols:

- Observation of physical distancing in an office setting.
- Adherence to the maximum number of employees to reporting in a particular office.
- Decentralization of CMDF staff reporting to the office. This mitigates the risk of a COVID-19 outbreak as not all everyone would not be exposed if located in different offices.

Considering that the effects of COVID-19 will forever change how face-to-face interactions are conducted, the extension of the Makati Office to the CMDF Training Center in Cavite will serve as a safeguard for unforeseen community quarantine protocols in the future.

## High-level Requirements:

- Financial Support
- Commitment of stakeholders
- Availability of contractors

## High-level Risks:

- Insufficient funding
- Inefficient coordination of work activities and schedules
- Sustainability concerns
- Sudden increase of community quarantine protocols

## Time:

To be completed by start of 2022 (4th week of March 2022)

Summary Milestones	Due Date
<b>Contract Bidding</b>	
1. Finalization of quotation for Makati Office Extensions	4 <sup>th</sup> Week of Dec 2021
2. Budget Approval	2 <sup>nd</sup> Week of Jan 2022
3. Bid posting for Fit-out contractors on Philgeps	4 <sup>th</sup> Week of Jan 2022
4. Awarding of contracts	1 <sup>st</sup> Week of Apr 2022
<b>Project Execution</b>	
1. Tiling Works	3 <sup>rd</sup> week of Apr 2022
2. Replacement of CHB wall and Installation of Aluminum Windows	4 <sup>th</sup> week of Apr 2022
3. Installation of Divider	1 <sup>st</sup> week of May 2022
4. Layout of electrical wires and CAT 5 cables	2 <sup>nd</sup> week of May 2022
5. Painting Works	3 <sup>rd</sup> week of May 2022
6. Punch-listing of office fit-out works	4 <sup>th</sup> week of May 2022

Meeting	Date
1 <sup>st</sup> Draft	December 13, 2021
Final Draft	December 20, 2021

### Estimated Costing for the Project

<b>Construction Cost</b>			
Item	Unit Cost	Quantity	Total Cost
1in. PVC Moulding Cover	Php 100.00 / pc (2.44m)	5 pcs	Php 500.00
3-G Outlet with Ground	Php 160.00 / pc	6 pcs	Php 960.00
Panel Wall Partition 1.2m H	Php 3,200.00 / meter	4 meters	Php 12,800.00
2x40 Louver Housing Surface Mount (12"x48")	Php 1,500 / pc	3 pcs	Php 4,500.00
T8 Tube light 18W 48"	Php 350.00 / pc	6 pcs	Php 2,100.00

Tiling works (White Ceramic Floor Tiles 40cm x 40cm, cement, sand, grout)	Php 850.00 / sq. meter	45 sqm	Php 38,250.00
Masonry Wall (CHB, Cement, Sand, 10mm rebar and ties)	Php 980.00 / sq. meter	25 sq. meter	Php 24,500.00
Aluminum and Glass Sliding Window	Php 6,600.00 / sq. meter	8 sq. meter	Php 52,800.00
Perimeter Wall Painting works (Semi-Gloss Latex Paint, thinner, base coat, Putty)	Php 600.00 / sq. meter	50 sq. meter	Php 30,000.00
Re-touching Painting works – Interior Wall, Ceiling (Semi-Gloss Latex Paint)	Php 400.00 / sq. meter	125 sq. meter	Php 50,000.00
Venetian Duo Roller Blinds	Php 1,450 / 150 cm / pc	4 x 150 cm - pcs	Php 5,800.00
5ghz WIFI Repeater / Range Extender	Php 2,400.00 / pc	1 pcs	Php 2,400.00
CAT 6 LAN Cable	Php 3,150.00 / box (300m)	1 box	Php 3,150.00
Total Material Cost			Php 227,760.00
Skilled and Un-skilled Worker Cost	45% of Total Construction Cost	1 set	Php 186,349.10
Total Construction Cost			Php 414,109.09
Contingency	5 % of Total Construction Cost		Php 20,705.45
Value Added Tax	12% of Total Construction Cost		Php 49,693.09
Total Cost of CMDF TC Cavite – Senior Staff Office			<b>Php 484,507.63</b>

Stakeholder	Role
CMDF	Proponent Agency: responsible for the management of the project.


## **Project Manager Authority Level**

### **Staffing Decisions:**

The project manager has the authority to assign particular task responsibility to CMDF personnel. CMDF may also seek additional manpower support via hiring of job order and/or regular employees to efficiently execute the activities involve in this mandate expansion.

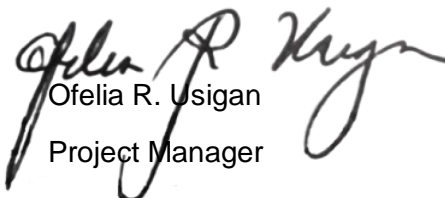
### **Approvals:**

Prepared by:



Ejay Craig D. De Leon  
STIDS, CACD-CMDF

Reviewed by:



Ofelia R. Usigan  
Project Manager

Approved by:

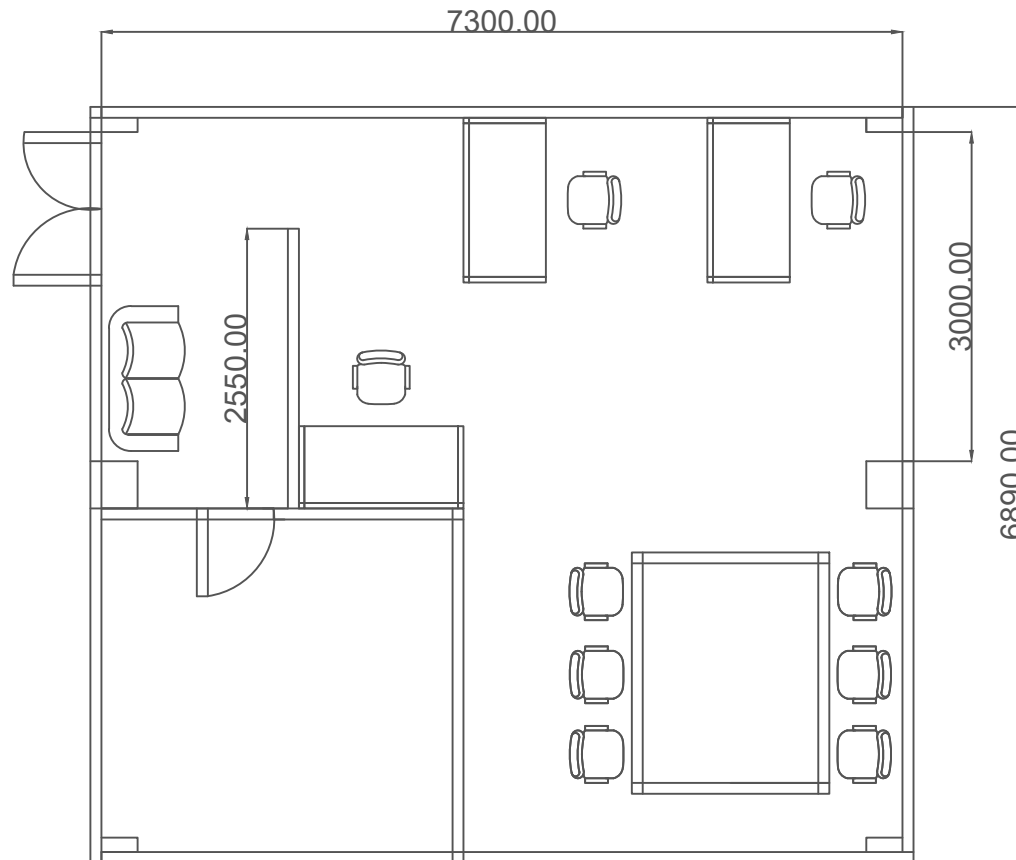


Rene E. Fajardo  
Executive Director, CMDF



# CMDC - CACD

## Senior Staff Room



## ***Section IX. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;  
**and**
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- ☐ (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules;  
**and**
- ☐ (h) Philippine Contractors Accreditation Board (PCAB) License;  
**or**  
Special PCAB License in case of Joint Ventures;  
**and** registration for the type and cost of the contract to be bid; **and**
- ☐ (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (j) Project Requirements, which shall include the following:
  - ☐ a. Organizational chart for the contract to be bid;
  - ☐ b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
  - ☐ c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- ☐ (k) Original duly signed Omnibus Sworn Statement (OSS);

**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Financial Documents**

- ☐ (l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

***Class "B" Documents***

- ☐ (n) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (o) Original of duly signed and accomplished Financial Bid Form; **and**

**Other documentary requirements under RA No. 9184**

- ☐ (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- ☐ (r) Cash Flow by Quarter.

